

# The Pipeline

Vol. 1999, Number 32

September 7, 1999

## Stephen Jones to Head Disability Determinations

*By Margaret Davis Harney, CFC Communications*

Stephen C. Jones was appointed commissioner of the Department for Disability Determinations effective Sept. 1. He replaces Robin Hearn, who has retired.

The agency is responsible for making disability determinations for Kentuckians on behalf of the Social Security Administration, and is a department of the Cabinet for Families and Children. The staff of 364 employees processes applications for Supplemental Security Income (SSI) and Social Security Disability.

Until his appointment as chief of Disability Determinations, Jones was an executive staff advisor with CFC, and served as the agency's equal-opportunity coordinator.

In that position, he provided technical assistance and advice to the cabinet's management in the areas of equal employment opportunity, affirmative action and compliance with the Americans with Disabilities Act. He also counseled employees on civil-rights matters and investigated complaints of discrimination and non-compliance with civil-rights legislation.

Prior to joining CFC, Jones was a personnel administrator with the Kentucky Department of Education.

A graduate of Texas A & M University, he received a masters degree from Kentucky State University in 1996 in public administration and personnel management. He is a resident of Lexington, where his wife is a professor at the University of Kentucky. They have two daughters, who both attend the University of Louisville.

## Clarification on Surplusing Computers

The article in the August 20 issue of Pipeline on surplusing computers has caused some confusion. Many calls have been received from field staff, but the article applied only to surplus computers in central office at this time.

## Hawkins to Head CHS Office of Program Support

*By Gil Lawson, CHS Communications*



*L. Bert Hawkins  
OPS Executive  
Director*

L. Bert Hawkins is the new executive director of the Cabinet for Health Services' Office of Program Support, Secretary John Morse announced this week.

Hawkins has significant administrative and leadership experience in state and local government and higher education. His background includes the development and implementation of major new programs and organizations, strategic planning, operational and executive level budget experience and team development.

Hawkins spent 19 years at Georgetown College, where he served as vice president. He also served as commissioner of public safety for the Lexington-Fayette Urban County Government and was director of public safety for Oak Ridge, Tenn.

Hawkins also worked for the Kentucky Department of Justice and was director of the Kentucky Law Enforcement Foundation Program Fund.

Hawkins lives in Georgetown with his wife, Donna, who is a professor and coach at Georgetown College. His daughter Kellie is a teacher and his son Travis is a doctor.

Hawkins replaces Marcia Morgan, who was named deputy cabinet secretary earlier this year.

## Carnival Raises Funds for KECC

The back lawn of the Human Resources Building was a festive place Aug. 31, complete with clowns, a live band, and carnival-style food.



*Marta Roberts, KECC Clown*

The event was sponsored by employees of the Cabinet for Families and Children, and Workforce Development staff who work in the Human Resources Building, to kickoff their 1999 Kentucky Employees Charitable Campaign.

"Thanks to everyone who participated, especially the cafeteria, the building superintendent's office, and the band *Mama Said*, \$724 was raised," said Bonnie Cox of Disability Determinations, KECC coordinator for CFC. "Everyone's hard work was greatly appreciated."

Winners of Tim Couch's autographed photo and the University of Kentucky T-shirt were Shane O'Donaly (photo) and Margaret Harney (shirt).



*David Boswell takes it on the chin in the Pie Throwing Booth.*



*Mama Said performed for the KECC Carnival.*

## Mentors Needed; Training Scheduled for Sept. 16

It isn't too late to volunteer as a mentor for this school term with the Special Friends program; there are still children on the waiting list.

To apply, complete an interest survey and a request for a records check. Forms may be obtained from any mentor or from Ronnie Dunn at (502)564-7770. Employees from all cabinets are welcome.

A training session for new and experienced mentors is scheduled for Sept. 16 at 2:30 p.m. in the auditorium of the Health Services Building.

Special Friends spend one hour each week – usually a lunch hour – with a child who may need to overcome a variety of barriers to learning and development. Children are selected for the program by school personnel, and all ages, elementary through high school, are eligible.

Frankfort's Special Friends program has been replicated in the Meade County schools this year, where 20 mentors have been recruited.

## September is Sexual Assault Awareness Month

In an effort to increase the awareness of Kentuckians to the existence of sexual violence against women, Gov. Paul Patton has signed a proclamation declaring September as Sexual Assault Awareness Month.

"It should concern every Kentuckian that some women in our Commonwealth live with the fear of harm being committed against them at home or on the streets," said the Governor in declaring the month.

"Every seven hours in our Commonwealth, another rape is reported to the police," First Lady Judi Patton said. "We will not end our efforts until the number of victims are too small to be measured by the hands on a clock."

An announcement regarding a significant initiative to address the crime of sexual assault will be made Sept. 21 at 2 p. m. in the Capitol Rotunda.

For additional statistical information and lists of programs related to sexual assault, visit the web site for the Governor's Office of Child Abuse and Domestic Violence Services at <http://www.state.ky.us/agencies/gov/domviol/toc.htm>, or the web site for the Kentucky Association of Sexual Assault Programs at <http://www.kasap.org/>.

## Helpful Web Sites



Something new will be added to these *Helpful Web Sites* each week. Remember to "bookmark" the ones you will want to refer to often. If you've found a helpful site you would like to share in this column, e-mail it to <mailto:margaret.harney@mail.state.ky.us>

### *Health and Human Services*

<http://www.aphsa.org> – American Association of Health and Human Services, the latest news in human services

<http://www.cswe.org> – the Council on Social Work Education

<http://www.ggw.org/cap/emancipated.html> – the Adoption and Safe Families Act of 1997, including a version in plain English

<http://www.os.dhhs.gov> – U.S. Department for Health and Human Services

### *Personnel/Benefits*

<http://www.state.ky.us/agencies/personnel/pershome.htm> – a calendar of year 2000 health insurance benefit fairs to be held in September

### *News*

[http://cfc-chs.chr.state.ky.us/media\\_releases/media.htm](http://cfc-chs.chr.state.ky.us/media_releases/media.htm): media releases from communications staff of CFC and CHS

### *Phone and Resource Directories*

[http://www.kde.state.ky.us/comm/pubinfo/kentucky\\_schools\\_directory](http://www.kde.state.ky.us/comm/pubinfo/kentucky_schools_directory) – Kentucky schools' directory

<http://www.state.ky.us/directory/dirindex.htm> – an updated phone directory for all state government employees

## Leadership Meeting Topics

The following items were discussed at the Aug. 30 Cabinet for Families and Children Leadership meeting in Frankfort:

- Year 2000 "Rollover" Plan
- Travel Report: New Software re Food Stamp Overpayments
- Inventory/Building Security
- High Performance Management
- University Training Consortium
- Employee Appreciation Week Sept. 20-24
- Request Help with Tobacco Settlement
- Personnel Regs Changed Aug. 26
- Accreditation Update
- Report from Regions

Find out more about these topics at your next staff meeting or by talking to your supervisor.



## Central Office Notes and Activities

- Effective Thursday, **August 26, 1999**, many of the **regulations for classified state personnel were revised**. You may have recently received the summary that highlighted the changes via email. The **full text of the regulations can be viewed** on the Internet at the Personnel Cabinet's web page located at <http://www.state.ky.us/agencies/personnel>.
- **Follies Talent Showcase** – Sept. 16, 11 a.m., Health Services Building – sponsored by CFC.
- The Red Cross **Bloodmobile** will return to the auditorium of the Health Services Building Sept. 27-28, 9 a.m.-1:30 p.m. Appointments will be scheduled by division recruiters. CHS employees can also schedule through Dora Kerns at (502)564-2772 ext. 126, and CFC employees can schedule through Charlene Nation at (502)564-7770. For more information, call or e-mail Kerns or Nation.
- **Network – Women in State Government** meets the fourth Wednesday of each month, 11:30 a.m., at Columbia Steak House, Frankfort. For more information, contact Barbara Pulliam, president, at (502)564-7863.
- The Women's **Health Conference**, sponsored by the University of Kentucky, will be held Oct. 4-5 in Lexington. Contact Janet Braun, (606)257-5037, for more information.
- Nominations for **CFC Employees of the Month** are due by the 15th of each month. For more information, or to submit a nomination, contact Charlene Nation of the Employee Services Branch, CHR-5, phone 564-7770. She will also accept nominations sent by e-mail.

## Building Cleanup is Sept. 20



A major cleanup of the Human Resources Building complex is scheduled for the week of Sept. 20-24. This is an important part of security measures now under way.

Dumpsters will be provided, and you are asked to dispose of any trash that has been accumulating in your work area. If there is furniture and equipment that you are not using, there will be staff on hand that week to help you place it into surplus.

Get a head start by archiving old records now.





We will use this space to answer your general-interest questions about your office computer and other technology. Send questions via e-mail to [CFCTechnoTalk@mail.state.ky.us](mailto:CFCTechnoTalk@mail.state.ky.us)

## "Public Folders" are Really Semi-Private – Use Them

By Margaret Davis Harney, CFC Communications

When you open "My Computer" and click on the drive where you can save documents to the network, you've probably noticed that in addition to your own folder, there is a folder for each of your immediate co-workers. If you're especially curious, you may have discovered you can open only your own folder, with one exception. There's also a folder labeled "Public," which you may have realized you can open.

Did you wonder why that folder is there? In a nutshell, it's there so you and your immediate co-workers can share documents. Unlike the individual folders, the public folder can be opened by everyone in a group. That means you and each co-worker whose personal folder you see listed, can open the public folder – but only you and those individuals can open it. Anyone outside your group can't open your group's public folder. Maybe it should be called the semi-private folder!

The Communications Committee of Central Office Vision 2000 is encouraging employees to use their public folders as an efficient and quick way to share information with others in their group.

For example, if you attended a meeting and would like to share the minutes with your group, save that document to the public folder. If you and two or three co-workers are working on the same project, each of you can save documents to the public folder, and the others can open them, or even make changes, at their convenience.

The public folder works just like your personal folder. You can organize it into subfolders to suit your group's needs, move items into it from other folders, save documents to it, delete documents – all those things you do in working in your personal folder.

To avoid using excessive system resources, (i.e. hard disk space, increasing backup time) use the folders only for text documents – no graphics. Also, designate someone to maintain the folder and remove outdated material on a regular basis. In the interest of fairness, maybe each user in your group could maintain the public folder for a month on a rotating basis.

## Deferred Comp Expo September Schedule



Deferred Compensation's Investment Education Expo schedule for September is:

**Hopkinsville** – Sept. 14, Holiday Inn, 2910 Fort Campbell Blvd., Bluegrass room

**Bowling Green** – Sept. 15, University Plaza Hotel, 1021 Wilkinson Trace, Salons A and B

**Elizabethtown** – Sept. 16, Hardin Memorial Hospital, 913 N. Dixie Ave, 5<sup>th</sup> floor conference room A

**Frankfort** – Sept. 23, Health Services Building Auditorium – for employees in the Human Resources Complex and Public Health Building

Sessions will be held at 10 a.m. and 2 p.m. at each location.

For more information, call 1-800-542-2667, or see page two of the July 30 issue of Pipeline at <http://cfc-chs.chr.state.ky.us/pipeline/1999/0730/pipeline.doc>.

**Pipeline**, a weekly newsletter for employees of the Cabinets for Families and Children and Health Services, welcomes reader comments and contributions. Items for *Pipeline* are due by 4:30 p.m. Tuesday; items for intercom announcements are due by 4:30 p.m. Monday. Call (502) 564-6786 or send information to Patricia Boler at [Patricia.Boler@mail.state.ky.us](mailto:Patricia.Boler@mail.state.ky.us)



## Rod Stewart Helps KECC

CFC's Pam Fries struck a pose with "Rod Stewart" at the KECC Carnival. The life-sized cardboard cutout helped draw people to the T-shirt booth. Thanks to Peggy Burch in Technology for this unique attention getter.